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20 FEB 1976

MEMORANDUM FOR: Deputy Director for Administration
 SUBJECT : Office of Personnel Report - Week Ending
 20 February 1976

1. Minority Recruitment: As part of our efforts to increase our Black recruiting, Mr. [redacted] recruiter, will devote the week of 15-19 March to a series of Black career days at various institutions in his territory.

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2. Recruitment Brochure: The professional recruitment brochure is now being printed, and Printing Services Division has given us a target date of 1 March for completion.

3. Summer-Only: The master summer-only list of those being processed for appointment has been completed and was delivered to the Office of Security and Cover and Commercial Staff on 19 February.

4. Upward Mobility Training Costs: The Civil Service Commission Training Center contact called us to advise that the cost of training our Upward Mobility employees (disadvantaged) would be \$5,000 -- the same as last year. A letter confirming this figure is to be sent to us.

5. Skills Session: The Office of Personnel's Skills Session on 18 February emphasized the handling of casualty and emergency cases. In attendance were 38 employees.

6. Retirement:

a. Total Retirement Activity So Far for FY 1976:

	CIARDS	CSC	Total
Retired 7/1/75 - 2/17/76	247	144	391
"Definites" - 2/18/76-6/30/76	37	36	73
TOTAL:	284	180	464

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b. Use of Discontinued Service/Involuntary Retirements in the Current "Open" Period:

	<u>CIARDS</u>	<u>CSC</u>	<u>Total</u>
Retired 12/75 - 2/17/76	3	2	5
"Definites" 2/18/76-2/29/76	<u>6</u>	<u>17</u>	<u>23</u>
TOTAL:	9	19	28

7. Freedom of Information and Privacy Act Highlights - 1 February to 15 February 1976: From 1 February to 15 February, we responded to 82 Privacy Act requests from the DDA/Information Privacy Staff and two Freedom of Information Act requests.

8. Rehired Annuitant: The following rehired annuitant was terminated:

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[REDACTED] - Office of Security - Contract Employee.

9. Separate Maintenance: Effective 27 January 1976, Section 943 of the Standardized Regulations (Government Civilians, Foreign Areas) was revised to authorize the maximum rates of separate maintenance allowance as shown below. Old rates are shown in parentheses. As before, these rates may be modified by the provisions of Section 268.2.

NEW RATES

Family Maintained Away from Post of Assignment

<u>1 Child Only</u>	<u>2 or more Children</u>	<u>1 Adult Only</u>	<u>1 Adult & 1 Additional Dependent</u>	<u>1 Adult & 2/3 Additional Dependents</u>	<u>1 Adult & 4 or more additional dependents</u>
\$1,700	\$3,000	\$3,400	\$4,200	\$5,100	\$6,000
(1,350)	(2,400)	(2,700)	(3,200)	(3,700)	(4,300)

10. Savings Bond Drive: A meeting was held on 17 February 1976 with Keypersons from each Directorate who are to coordinate the Savings Bond Drive. The Drive will be held during the month of March, with emphasis being placed on purchase of bonds through payroll deduction. A rally to be attended by Bond Drive workers will be held in the Headquarters Auditorium on 1 March at 2:00 p.m. Mr. Gilbert Goff of the Treasury Department will be the guest speaker.

11. President's Cost Reduction Campaign: Outstanding results have been reported from the President's Cost Reduction Campaign. To date, 31 U. S. Government organizations have submitted over 1,100 cases for Presidential recognition involving almost 1,500 Federal personnel and almost \$83 million in estimated first-year tangible benefits. President Ford has extended the Campaign through 5 May 1976. The Agency has made a most commendable showing in this program, as evidenced by the list of agencies having been singled out by the U. S. Civil Service Commission as achieving outstanding results.

COMING EVENTS:

1. Bicentennial Meeting: The Agency's Bicentennial Committee will meet on Friday, 20 February, to discuss contingency planning for an alternate processing site and to review drafts of an Employee Bulletin and a book dispatch on housing during the Bicentennial.

2. Annual Recruiters' Conference: The Administrative Officer, [redacted] has confirmed our reservations at [redacted] for the Annual Recruiters' Conference 13-17 September 1976.

(Sgd) F. W. M. Janney

F. W. M. Janney
Director of Personnel

Att:

List of Federal Agencies with
Outstanding Results from the
President's Cost Reduction Campaign

Distribution:

Orig & 1 - Adse
1 - D/Pers Chrono
1 - D/Pers Subject
1 - DD/Pers/R&P
1 - DD/Pers/P&C
1 - DD/Pers/SP
1 - Chief, SAS

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<u>AGENCY</u>	<u>NUMBER OF CASES SUBMITTED*</u>	<u>MEASURABLE BENEFITS</u>
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AGENCY FOR INTERNATIONAL DEVELOPMENT	1	\$ 5,068
AGRICULTURE	8	1,084,913
AIR FORCE	335(369)	16,117,310
AMERICAN REVOLUTION BICENTENNIAL ADMINISTRATION	2	126,500
ARMY	301(407)	33,144,499
CANAL ZONE GOVERNMENT	2(3)	46,607
CENTRAL INTELLIGENCE AGENCY	23(32)	2,217,710
CIVIL SERVICE COMMISSION	1	32,000
COMMERCE	3	611,900
DEFENSE MAPPING AGENCY	1	5,000
DEFENSE SUPPLY AGENCY	81(100)	5,245,753
ENVIRONMENTAL PROTECTION AGENCY	2	66,600
FEDERAL ENERGY ADMINISTRATION	1	6,300
GENERAL SERVICES ADMINISTRATION	18(19)	505,461
HEALTH, EDUCATION, AND WELFARE	8(9)	247,717
INTERIOR	10(11)	55,860
INTERSTATE COMMERCE COMMISSION	1(2)	15,000
JUSTICE	4	48,038
NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	14(16)	729,008
NATIONAL CREDIT UNION ADMIN	1	15,000
NATIONAL LABOR RELATIONS BOARD	1	5,407
NATIONAL SECURITY AGENCY	2	26,942
NAVY	184(311)	19,675,335
POSTAL SERVICE	30(38)	1,388,783
RAILROAD RETIREMENT BOARD	1(5)	25,200
SELECTIVE SERVICE SYSTEM	1	17,000
SMALL BUSINESS ADMINISTRATION	2	17,000
TRANSPORTATION	4	61,813
TREASURY	44(52)	1,112,975
U.S. SOLDIERS AND AIRMEN'S HOME	2	21,896
VETERANS ADMINISTRATION	22(23)	272,311
	1,110(1,433)	\$82,950,906

*Figures in parentheses indicate total number of employees involved in the cases.